

Staff Stuff



A Monthly Publication for the Shelton State Community College Support Staff

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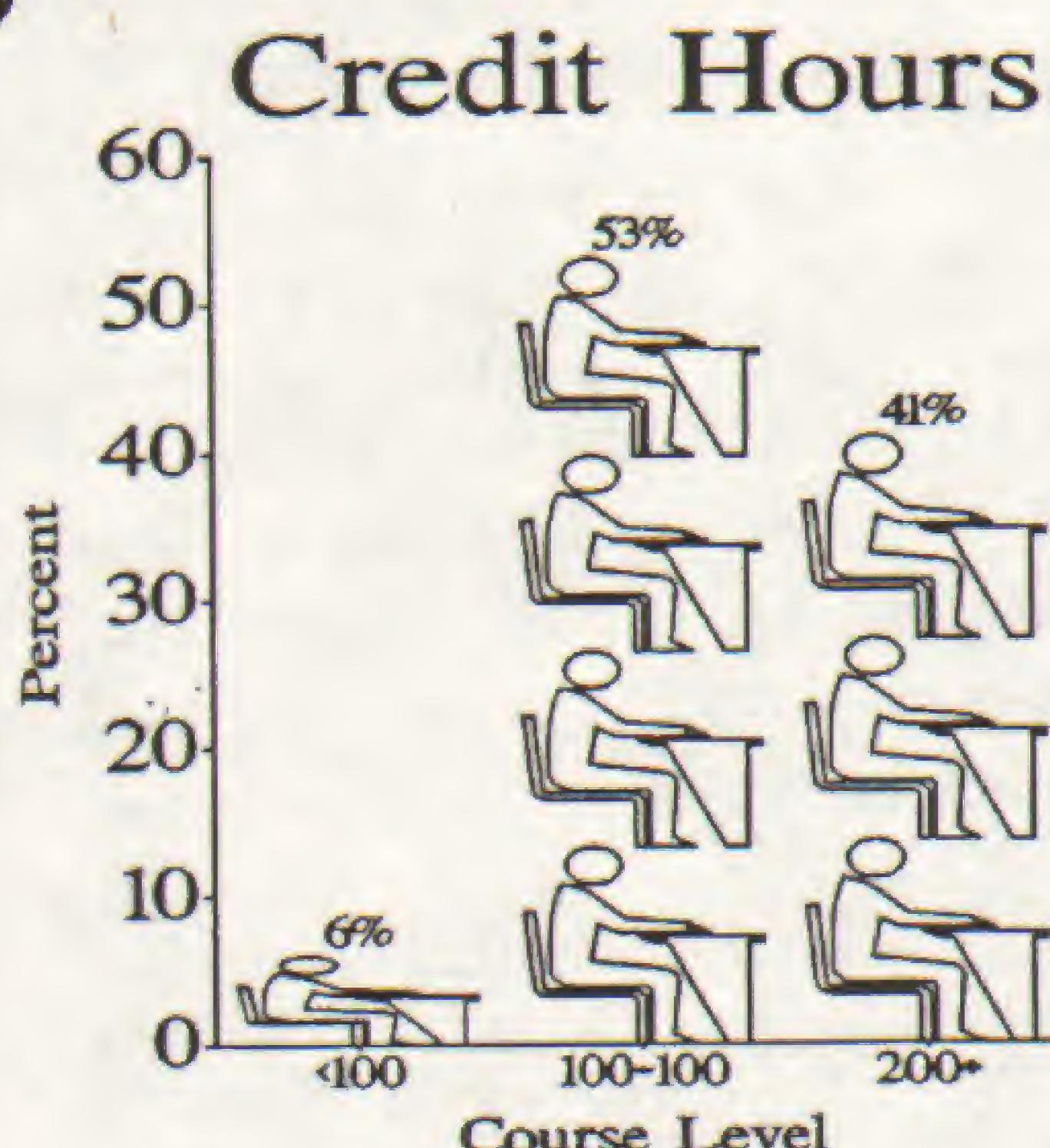
SHELTON STATE IS THE SECOND LARGEST TWO-YEAR COLLEGE IN ALABAMA!!!

The Department of Postsecondary education has just released the final enrollment report for the 1991-1992 summer quarter. During that term, Shelton State had 2,703 full-time equivalent students. This was the second largest FTE enrollment of the thirty-four two-year colleges in the state. Calhoun posted with largest FTE enrollment with 2,976 full-time equivalent students.

Shelton State ranked third in the state in head-count enrollment with 4,396 students. In this category, Calhoun still held the lead with 5,042 students, followed by Jefferson State with 4,557 students.

In terms of actual credit hours, Shelton State produced 40,541. 31,039(77%) of those were generated in

"Junior Division" courses; This was a sixteen (16%) increase over the previous summer. 9,502 (23%) of the credit hours of the college were generated in "Technical Division" courses. This was a nine percent (9%) decrease over the previous summer. During the summer quarter, Shelton State was the third largest Junior College in



the state and the fifth largest Technical College.

Full-time students generated 21,068 (52%) of the total credit hours of Shelton State during the summer term.

2,549 (6%) of the total college credit hours were in developmental courses. 21,481 (53%) of the total college credit hours were in freshman courses, and 16,511 (41%) were in sophomore courses.

The summer term was the last term in which Shelton State offered classes on the quarter system.

IMPORTANT NOTICE EMPLOYEE SCHOLARSHIP UPDATE

Full time employees of the college may participate in a tuition scholarship program, whereby tuition costs are waived. Employees with a minimum of one years service may receive one third tuition waiver, two years service may receive two-thirds tuition waiver and those employed more than three years receive a 100% tuition waiver. Expenses for supplies, books or fees may not be waived.

New guidelines effecting the scholarship are as follows:

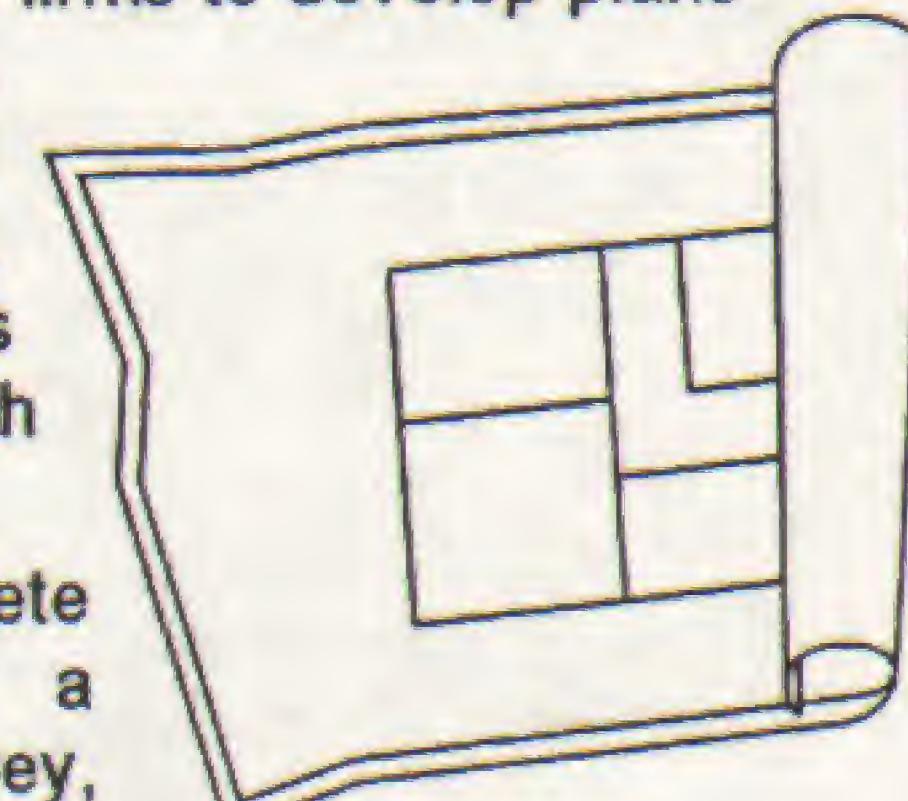
- ◆ To remain eligible for the tuition scholarship the employee must maintain a "C" average in courses covered under the waiver.
- ◆ Employees are allowed to audit one course per semester under the waiver plan.
- ◆ Tuition cost may not be waived for any courses that are repeated. This includes repeating a course to try and receive a better grade, or for withdrawing from a class. Classes may not under any circumstance be repeated with the tuition scholarship.
- ◆ It is the employee's responsibility to submit a copy of their grade transcript to the Presidents Office at the completion of each semester. This is required before another semester's registration will be approved. All transcripts should be sent to the attention of Dr. Tom Umphrey.

The college's employee scholarship application will be revised to note these changes.

NEW CAMPUS UPDATE

The college is currently advertising for the submission of proposals from architectural firms to develop plans for our new campus. A committee has been appointed to review the initial proposals, with a minimum of three firms being brought in for an in-depth interview.

The committee will complete the interviews and make a recommendation to Dr. Umphrey, with the process completed in four to six weeks. The Alabama Building Commission in Montgomery is assisting with the selection, planning and construction process.



BULLETIN BOARDS

Now that the campuses have been cleaned and painted and polished and shined, consideration needs to be given to the way information is posted on the walls. Please try to adhere to the following guidelines when posting stuff on the walls.

First, whenever possible, use a bulletin board. If you can not find a bulletin board, think carefully before you put your material on a wall. Additional bulletin boards are going to be installed soon, which should help.

Second, if you must use a wall, especially if it is a sheet rock wall, do not post material with tape or staples. Removing material that has been posted to a sheet-rock wall with tape or staples often results in the removal of a portion of the wall.

Thank you for your assistance in the effort to improve the appearance our the campuses.



MERGER UPDATE

The Alabama State Board of Education met on Thursday, January 14, 1993 and one of the items reviewed was the merger proposal between C. A. Fredd State Technical College and Shelton State Community College. The resolution supporting the merger was accepted by the Board with discussion in support of and against the effort.

The Board voted to review the resolution and the agenda item will be discussed and voted on for approval/disapproval on Thursday, February 11, 1993. Should the Board vote to approve the resolution, the merger will become official and a calendar set for beginning the merger process.

SPECIAL POPULATION COORDINATOR

Almost Dr., Ann Capel will rejoin the college administrative staff on February 1, 1993 as Coordinator for Special Populations. This position is partially funded by federal grant funds, will have responsibility in the areas of program evaluation, and monitoring activities of the college's Perkins Grant. In addition Ms. Capel will work with Jim Purcell in assessment areas of Institutional Research.

Welcome back Ann!

NEW EMPLOYEE

Cindy Harrell recently joined the college support staff as secretary on the 15th Street Campus.

Cindy will provide secretarial support for Frances Mauldin in External Services, for Ann Capel in Assessment, Research and Perkins Grant, and for June Hogue in Continuing Education. She is married to Randy Harrell and they have three children, Cammie (12), Rindy Jo (7), Rowdy (2). Welcome aboard Cindy.

NEW ARRIVAL

Karen Crombie and her husband Chris are the proud parents of a baby girl, Jennifer Marie. Jennifer was born on January 24, 1993 and weighed 7 lb. 14 oz., and is 2 inches long. Congratulations to Karen and Chris!

SWAPPING DISKETTES

Several employees have tried recently to share data with their co-workers. One of the most confusing problems encountered has been the lack of a standard in diskettes and formats.

The problem with the diskettes can be helped by following these tips: (This applies only to 3½ inch diskettes)

- ◆ There are several versions of DOS installed at the college and you should try to exchange data with machines containing the same version. If everyone would use the same version of DOS, the commands to format would be the same.
- ◆ Try to always use the same format of diskette, either Hi-density or Low-density. Some machines on the two campuses can only read Low-density. Most of the machines bought in the last two years can handle either hi or low density. Always format the diskette according to its density. Format Low-density at 720k and Hi-density at 1.44meg.
- ◆ To determine what level of DOS you have on your hard disk type **COMMAND** at the C:> and press **ENTER**. The display will then show you the installed DOS level.
- ◆ To format a Hi-density diskette type **FORMAT A: /F** then press **ENTER**. The computer will then ask you a couple of questions to verify that you want to format the diskette in drive A:.
- ◆ To format a Low-density diskette type **FORMAT A: /F:720** then press **ENTER**. The computer will then ask you a couple of questions to verify that you want to format the diskette in drive A:.
- ◆ Hi-density diskettes have the letters HD stamped on one of the corners of the diskette. Low-density diskettes do not have the stamp. Hi-density diskettes should have the letters DS,HD on the box they were purchased in.
- ◆ The difference between the Hi-density and Low-density is double. You can store twice as much information on a Hi-density diskette. If you were going to backup your system, it would take twice as many diskettes to backup on Low-density diskettes.
- ◆ If you are going to use the information on a PS/2 or PS/1, be sure to format the diskette on that machine. There seems to be a problem reading diskettes formatted on other machines.

